

Somers Veterans and Families Legacy Park Ad Hoc Committee Meeting Agenda

Date: Wednesday, September 30, 2026

Time: 3:00 PM – 4:00 PM

Location: Somers Town Hall

1. Call to Order – 3:00 PM (3 minutes)

- Opening of meeting
- Pledge of Allegiance

2. Roll Call – 3:03 PM (2 minutes)

- Determination of quorum

3. Approval of Minutes – 3:05 PM (3 minutes)

- Review and approval of September 16, 2026 Regular Meeting Minutes

4. Communications and Correspondence – 3:08 PM (5 minutes)

- Committee correspondence received
- Community outreach updates
- Recognition of donations and volunteer support — *David McCaffrey*

5. Project Status Update – 3:13 PM (7 minutes)

- Overall Legacy Park project status
- Completed activities since last meeting
- Immediate priorities and milestones

6. Engineering and Planning Update/Recap – 3:20 PM (5 minutes) – *Todd Rolland*

- Follow-up on preliminary engineering proposal
- Funding considerations and project scope
- RFQ/RFP planning. Will the town require an RFQ for competing engineering proposals

7. Fundraising & Foundation Coordination – 3:25 PM (8 minutes)

- Legacy of Service Somers Veterans Foundation update

- Fundraising activity status
- Donor outreach and sponsorship opportunities
- Reimbursement and administrative expense procedures

8. Ad Hoc Committee Liaison Position – 3:33 PM (5 minutes)

- Discussion of liaison responsibilities
- **Volunteer nominations**
- Interim communication process

9. 501(c)(3) & Compliance Status – 3:38 PM (5 minutes)

- IRS Form 1023 submission status — *David McCaffrey*
- Fundraising authorization next steps

10. Fundraising Materials & Outreach Package – 3:43 PM (5 minutes)

- Brochure and information packet status
- Volunteer authorization forms
- Assembly and distribution planning

11. Website & Communications Update – 3:48 PM (4 minutes)

- Ad Hoc Committee/Foundation website review — *How many visited the website?*
- Recommended improvements
- Social media and public awareness opportunities

12. Legacy Park Sign & Site Visibility – 3:52 PM (3 minutes)

- Sign maintenance and landscaping
- Security and vandalism prevention
- Visibility and awareness opportunities

13. Community Photo & Marketing Project – 3:55 PM (2 minutes)

- Photo collection status
- Future photo sessions
- Volunteer participation

14. Old Business – 3:57 PM (1 minute)

- Review of outstanding action items

15. New Business – 3:58 PM (1 minute)

- New matters requiring discussion
- Assignment of responsibilities – based on bimonthly or monthly meetings

16. Motion: Meeting Frequency Adjustment – 3:59 (1 minute)

- Motion to transition from **bimonthly** meetings to **monthly** meetings.
- Understanding that **information sharing, coordination, and action items will continue between meetings.**
- All members are expected to remain **responsive to communications** to ensure timely progress.

17. Public Comment – 4:00 PM (1 Minute)

- Public participation (if present)

18. Announcements – Time Permitting

- Upcoming community events: Coffeehouse, Veterans Day Dinner, Holiday Breakfast, Wreaths Across America
- Future meeting schedule
- Petty Cash Fund – nominations for member to collect and maintain the funds.

19. Adjournment – Target: 4:00 PM